



City of Grand Rapids Wedding Application

Welcome to the City of Grand Rapids Office of Special Events! We are thrilled that you would like to host your wedding within our beautiful city and look forward to working with you to make sure your event is successful.

Before you begin to fill out the application, please review the *OSE Planning & Resource Guide*.

www.grandrapidsmi.gov/Directory/Guides/Special-Event-Planning-and-Resource-Guide. There you will find instructions and tips including a checklist to assist you with the wedding permit process. Be sure to review the Wedding section before filling out this application. Upon completion, submit the application, site map, and \$100 application fee to our office to begin the permit process.

Wedding Party Information

Primary Name: _____ Secondary Name: _____

Primary Phone: _____ Primary Phone: _____

Email Address: _____ Email Address: _____

(Must have functioning e-mail)

(Must have functioning e-mail)

Mailing/Billing Address _____

Street

City/State/Zip Code

Coordinator _____

Mobile _____ Email _____

Wedding Day Information

Wedding Date _____

Site _____ Estimated Attendance _____

Park shelter or pavilion? ☐ Yes ☐ No Name of Shelter: _____

Actual Start Time _____ Actual End Time _____

Set-up Time _____ Take-down Time _____

Wedding Day Contact (if different from above) _____

Mobile Phone: _____ Email Address: _____

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Park Amenities

Check all amenities that applies to your event: **(not available for all parks)**

- ☐ Bollards down ☐ Gates unlocked ☐ Electricity on ☐ Sprinklers off ☐ Park lighting on ☐ Water Spigot access
☐ Public Restrooms ☐ Other? Please describe _____

Wedding Timeline

Please list the specific activities that will occur during your wedding including the time and location for each activity. These items should be clearly marked on your site map.

Activity	Location	Time/Duration
Activity	Location	Time/Duration
Activity	Location	Time/Duration

Site Map – Due with Application Submission

Please submit a map detailing visually your event layout. Applications submitted without a site map will not be accepted. Be sure to mark the elements and amenities on your site map. Events on the Blue Bridge and the Gillett Bridge will always require a clear path of 6' for ADA accessibility from east to west at all times.

- ☐ My site map with required areas demarcated is attached
☐ My site map indicates the pavilion/shelter being used. (Additional fees may apply)

Certificate of Insurance – Due 30 days before the event

A certification of insurance is required to obtain a Special Event Permit. If you are planning to serve or sell alcohol, liquor liability is also required.

- ☐ My Certificate of Insurance is included with this application
☐ I will be applying for insurance from the GatherGuard Program
☐ I will submit the Certificate of Insurance 30 days prior to the event setup date

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Event Action Plan - Due 30 days before your event

All events are required to provide an Event Action Plan. See OSE Planning & Resource Guide for requirements and to print off the form. This is a document where you can provide details on safety and severe weather plans in addition to measures that you will have in place to mitigate the spread of COVID-19. You can view up to date MDHHS information on our website: grandrapidsmi.gov/specialevents

My Event Action Plan is attached? ☐ Yes ☐ No

Community Notification – Due 30 days before the event

Notifying the communities that will be affected by the event is the responsibility of the event organizer. The special events permit will not be issued until your required community notification obligation is fulfilled.

- ☐ I have notified residents and businesses about my event
- ☐ Attached is the message/flyer and list of contacts who received my community notification message
- ☐ Attached is the completed signature sheet of residents and businesses directly affected by my event plans
- ☐ I plan to notify businesses and residents about my event
When/Date _____ How/Method _____

Recycling and Refuse Clean-Up Plan

A cleanup plan detailing how you anticipate disposing trash/waste generated by your event is required.

- ☐ I plan to reach out to Public Works for my needs 30 days before my event, publicworks@grcity.us
- ☐ I plan on collection and disposing my own trash.
- ☐ Receptacle locations are demarcated on my Site Map
- ☐ I am using a private company

Refuse Removal Company: _____ Phone Number: _____

Drop Off Date/Time: _____ Pick-Up Date/Time: _____

Restroom Facilities

Not all parks have public restrooms, or the number of event attendees may exceed capacity. Park restrooms are available from May through end of September.

- ☐ I plan to use public restrooms
- ☐ I am bringing in portable restrooms for my event
- ☐ Portable restrooms are demarcated on my site map

Portable Bathroom Company: _____ Phone Number: _____

of Portable Bathrooms _____ # of Handicap Units _____ # of Event Attendees _____

Drop Off Date/Time _____ Pick-Up Date/Time _____

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Food and Beverage (Alcohol)

If you are planning to serve alcohol, liquor liability will need to be included on your insurance and a copy of your state issued liquor license will need to be submitted. Food trucks, trailers, or concessionaires must have a license from City Clerks. Additional permits may be required based on event needs.

Will food be served? ☐ Yes ☐ No Will food be cooked/prepared on site? ☐ Yes ☐ No
Will food trucks or trailers vend/serve? ☐ Yes ☐ No

Will alcohol be served? ☐ Yes ☐ No Will you use a caterer to serve/sell? ☐ Yes ☐ No
Will alcohol be sold? ☐ Yes ☐ No *(If sold, a MLCC liquor license is required)*
Please list all vendors with contacts for your wedding _____

Tents

Please see the OSE Planning & Resource Guide for requirements. Additional permits may be required, if so, please contact the Development Center, devcenter@grcity.us

Tents are demarcated on my Site Map ☐ Yes ☐ No
Will there be any tents ☐ Yes ☐ No # of Tents _____
Will any tents be larger than 20 x 20? ☐ Yes ☐ No Will there be cooking under tents? ☐ Yes ☐ No
Tent Company _____ Phone Number _____
Drop Off Date/Time _____ Pick-Up Date/Time _____
Will there be a generator ☐ Yes ☐ No Number of watts? _____

Amplified Sound & Noise Control Plan

Will any sound amplification equipment or public address system be used at the event? ☐ Yes ☐ No
If yes, please indicate on the site plan the locations of the stages and sound system, locations and directions of all speakers and the proximity to residential areas.

Amplified sound will be from _____AM/PM to _____AM/PM (**NOT BEFORE 7 AM AND NO LATER THAN 10 PM**)
Sound Company _____ Email _____
Contact Name _____ Mobile _____

Playing music may require licensing per the Federal Copyright Act. The City requires as a condition of the Special Event Permit that the applicant has legal rights to play, perform, and/or livestream/air any music, movies, etc. being used at the event.

Equipment Rental

Please see OSE Planning & Resource Guide for requirements

The Office of Special Events has equipment that can be rented for your event. Equipment rental fees listed in the chart below at the commercial rate. Keep in mind, rentals are first come, first served, and are based on availability at the time of the request. **OSE staff only setup and teardown the stages, bleachers, and City Logo Tents (15' X 15'). The showmobiles do not come with a PA sound system or electricity.** Equipment rentals include delivery and pickup; a representative from your event is required to be present at time of delivery. Equipment should be neatly stacked for pickup following your event. Any lost or damaged equipment will be charged at the replacement rate.

Please fill in the "Quantity" column below to specify your equipment rental needs

Equipment	Inventory	Dimensions	Rental Fee	Quantity	Notes
Showmobile Stage	2	28' x 14' 6"	\$600		
Stage extensions (showmobile only; panels differ for each showmobile)	19 or 9	4' x 8'	\$25 each		
Bleachers 180 seats	4	34'9" x 17'9" x 13'	\$500 each		
Bleachers 50 seats	1	15' x 9'	\$250		
Bleachers 30 seats	1	15' x 5'	\$250		
P.A. System (electric)	2	-	\$200		
Podium	1	-	\$100		
Power Boxes (not a power source)	17	-	\$80 each		
Electric Cord Covers	27	20" x 36"	\$10 each		
Metal Crowd Control Fencing	118	4'x8' sections	\$10/each or \$700 for trailer		
Metal Crowd Control Fencing	20	4'X6' sections			
Drum Risers	9	3' x 5' x 10'	\$15 each		
Stage Risers w/ stairs (2 minimum)	4	4' x 8' x 3'	\$40 each		*only 1 set of stairs available
Blue Grand Rapids City Logo Tents	10	15' x 15'	\$150 each		
Blue Tent Sidewalls (per kit)	7	7' x 15'	\$50		
Pop-Up Tents	7	10' X 10'	\$50 each		
Tables (10 minimum)	66	2' x 6'	\$7 each		
Narrow Tables (10 minimum)	22	6' x 18"	\$7 each		
Round Tables (6 minimum)	12	60"	\$10 each		
Cocktail Tables (6 minimum)	12	32"	\$10 each		
Stacking Chairs (25 minimum)	186	-	\$1 per chair		
Black Folding Chairs (25 minimum)	210	-	\$1 per chair		
White Folding Chairs (25 minimum)	90	-	\$1.30 per chair		
Stanchions	24	-	\$10 each		
A-Frames Signs	120	-	\$5 each		
Hand Sanitizer Stand (comes with one bag inside)	5	-	\$45 each		\$40.00 per additional bag
Easel	2	-	\$5 each		

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Special Event Permit Application Signature

Congratulations! You have completed the Special Event Wedding Permit Application for the City of Grand Rapids. By submitting the application, you acknowledge you have read the Special Events Planning and Resource Guide, completed the special event permit application, and are submitting the application with the \$100.00 non-refundable Application Fee, and site map.

Submission of this application does not constitute the City of Grand Rapids' approval of your event. Notification of your permit application status will be confirmed, and an Office of Special Events representative will follow up with any questions or request for additional supporting documents based on your event permit request. Fees are subject to at any point in time. The Special Event Permit will be approved and sent after all documents, licenses, notification, and fees are submitted and confirmed.

Authorized Signature _____ Date _____

Optional Questions

Each year we submit data internally that helps tell the story of the event organizer community we assist and serve. You can help us provide information by voluntarily sharing your responses to the questions below. These questions are not required, no names or personal information will be shared, and we will only reference them for internal purposes.

1. What gender do you identify as? _____
2. Which ethnicity do you primarily identify with? _____
3. Do you reside in the City of Grand Rapids? ☐ Yes ☐ No If yes, which Ward you live in? _____
4. Regarding the event this application is for, are you an individual hosting this event or affiliated with an organization/company? _____